

Office of Massachusetts Attorney General Martha Coakley



Request for Proposals (RFP)

Increasing Access to and Measuring the Benefits of Providing Behavioral Health Services in Massachusetts

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Response Deadline: Thursday, January 30, 2014

Grantor: Office of Massachusetts Attorney General Martha Coakley

Address: One Ashburton Place, Boston, MA 02108

RFP Name: Increasing Access to and Measuring the Benefits of Providing Behavioral Health Services in Massachusetts

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Utilizing funds recovered by the Office of Massachusetts Attorney General Martha Coakley, in a settlement of a lawsuit against the pharmaceutical company [Johnson & Johnson](#), the AGO is pleased to announce the Increasing Access to and Measuring the Benefits of Providing Behavioral Health Services in Massachusetts (“Behavioral Health Grant”) grant opportunity.

The Behavioral Health Grant supports and evaluates new projects which improve the delivery of mental health and/or substance abuse services in Massachusetts in order to improve public health, welfare, and safety. The grant will support projects that can be used as models to (1) improve mental health and/or substance abuse services and (2) demonstrate societal benefits and measurable improvements in the areas of public health, welfare, and safety.

Applicants are asked to describe how receipt of a Behavioral Health Grant would (1) improve the delivery of mental health or substance abuse services to underserved populations in Massachusetts and (2) demonstrate how such improved services would result in measurable improvements in public health, welfare, and safety by reducing crime, violence, suicide, or homelessness, or by improving care for veterans, children, victims of violence, low-income populations, and other underserved populations who have difficulty obtaining or adhering to appropriate treatments and services.

Eligible Applicants:

Applications are requested from local, county, and/or statewide government bodies, non-profit organizations or law enforcement, public safety or criminal justice entities in Massachusetts.

Note: Non-profit organizations must be fully in compliance with all annual reporting requirements to both the AGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

Grant Funding:

The AGO anticipates funding in the range of \$8 million to support grant programs. The AGO expects to issue grants in varying amounts, to multiple applicants. We anticipate that the maximum grant amount to any one entry would be \$2 million over a two year period but encourage applicants seeking funding for smaller scale projects to submit budgets which are commensurate with the proposed scale of the respective programs.

The total number of grants awarded is contingent upon multiple factors, including (but not limited to) the number of applications received, amount of funding available, and amounts requested. Grants may be awarded in varying funding amounts and applicant budgets may not necessarily be funded in their entirety.

All funding decisions and amounts will be made at the sole discretion of the AGO.

Guidance on Applicant Funding Requests:

- Grant requests should not exceed \$2 million over two years.
- Grant requests should be **commensurate** with the size and scope of the service area of the Behavioral Health Grant **and** reflective of the anticipated impact to public health and safety and/or anticipated number of individuals to be served by the grant.

For illustrative purposes only:

- Local initiatives – suggested funding range of up to \$250,000 over two years
- Regional initiatives – suggested funding range of up to \$500,000 over two years
- Statewide initiatives – suggested funding range of up to \$2 million over two years
- Final awards will be determined by the AGO in its sole discretion.

Select One Program Category:

Applicants should review the examples provided (*the list is not exhaustive of types of programs eligible to apply for funding and is provided for illustrative purposes only*) and select one category under which their proposed program will apply. Programs may have additional elements as described in other categories but must select one primary category for purpose of consideration for a grant.

Category One (1) - Direct Care Models

- Direct provision of mental health and/or substance abuse services, treatments, or therapies, for underserved populations such as homeless, veterans, victims of violence, children, senior citizens; and/or

- Direct provision of mental health and/or substance abuse services in settings other than healthcare facilities such as schools, courts, shelters; and/or
- Direct provision of integrated mental health and/or substance abuse treatment for patients with complex or chronic co-morbidity that place the patient at increased risk of emergency hospitalization.

Category Two (2) – Intervention, Testing, Coordination, and Referral

- Crisis intervention services to evaluate and stabilize individuals in emergency situations involving violence or threats of violence/suicide; and/or
- Community mental health workers to coordinate effective care and treatment adherence and transitions; and/or
- Early intervention and school-age screening to support treatment of children with mental health conditions and/or victims of abuse.

Category Three (3) – Education and Training

- Education and training for health care professionals, law enforcement, youth workers, and/or educators to identify untreated or undertreated mental health or substance abuse conditions; and/or
- Education and training to address the stigma and discrimination too often experienced by individuals with mental health and/or substance abuse conditions.

Responsibilities of Grant Administrators:

All Grant Administrators will be required to maintain careful financial controls over, and account for the expenditure of, grant funds, including:

- Compiling all data relative to funded programming;
- Ongoing communications and quality control; and
- Provision of quarterly program and fiscal reports to the AGO. Quarterly reports will include an update on activities or services delivered, evaluation activities and/or findings, assessment of progress towards goals and objectives, a description of challenges encountered, and key successes.

Deadlines:

- Please submit an email stating your organizations intention to apply for the grant, including which category (if known), to AGOgrants@state.ma.us by **Thursday, January 2, 2014.**
- Questions may be submitted via email sent to AGOgrants@state.ma.us until 4 p.m. on **Tuesday, January 28, 2014.**
- Grant proposals are due as email attachments sent to AGOgrants@state.ma.us by 4 p.m. on **Thursday, January 30, 2014.**

The AGO reserves the right to extend the deadline and/or reopen this RFP for any reason, the right not to make any grants, and the right to cancel this RFP for any reason.

Grant Application Checklist:

These documents can also be found at: www.mass.gov/ago/grants.

- ☐ [Grant Cover Sheet](#)
- ☐ Grant Narrative (15 page limit)
- ☐ [Budget](#) (May use AGO sample budget form or any form of your choice)
- ☐ Budget Narrative (2 page limit)
- ☐ [Goals/ Objectives/ Outcomes Worksheet](#)

Overview of Requirements of a Complete Grant Application

Grant Cover Sheet

The Grant [Cover Sheet](#) must be completed in its entirety, including two points of contact for the grant as well as a program abstract which may be used for press releases, website announcements or other public information uses.

Grant Narrative

The Grant Narrative shall not more than 15 pages, double spaced, 12 point font. Tables or charts within the narrative do not need to adhere to the 12 point font size. Each section of the narrative should be labeled as appropriate (1a. Applicant Information, 1b. Identified Need, etc.), and should include the following information:

1. Grant Narrative:
 - a. **Applicant Information (10 Points):** Provide a brief description of the applicant, the organization's mission statement and service area and a description of any prior work done in the program area for which you are seeking AGO grant funding, including any outcomes achieved from previous programs and/or lessons learned.
 - b. **Identified Need (15 points):** Provide both a *qualitative* description of the identified need for a mental health and/or substance abuse program in the specific service area as well as *quantitative* information.

Qualitative evidence of need might include an assessment of the current mental health and substance abuse service landscape in the service area including a discussion of budget cuts and/or program closures as well as the human cost of not sufficiently addressing the problem.

Quantitative evidence of need should include recent, localized data. Examples of data may include, but are not limited to, statistics relative to waiting lists, data on

known incidence of specific mental illness or substance abuse diagnoses for the region to be served, and/or indicators of related public health and safety concerns in the region, including, but not limited to: untreated/ undertreated mental illness, suicide, violent crime, intimate partner violence, child witness to violence, substance abuse, and homelessness. Any data provided should be recent and should also be compared to statewide data, if known and if applicable.

Applicants should discuss any known information on growing trends as well as morbidity and mortality related to the issue being addressed.

- c. **Program Goals, Objectives, Outcomes (30 Points):** State the Category under which this grant should be considered (see page 2) and then provide a detailed description of the grant program including the specific activities, services, timeline and/or interventions designed to address one or more of the public health and safety concerns being addressed.

Included the following information in this section:

- A description of the proposed service or intervention, why it was selected, and the evidence available to demonstrate effectiveness. Describe any modifications that you will make to the service or intervention to meet the needs of the target populations.
- Example(s) of successful implementation of the model by the applicant or by another entity (including any specific outcomes achieved)
- Safety and/or aftercare plans for patients (if applicable)
- Operational goals, objectives, and outcomes (this will align with the [worksheet](#) to be provided). Goals should be specific, measurable, attainable, relevant, and time-bound. The following questions should be answered in this section:
 - ☐ What activities will you implement? (*Example: xx individuals will receive two hours of training in the following skills xx and at the end of the training will know xx*)
 - ☐ What will change as a result? (*Example: The incidence of xx behavior will be reduced by xx%*)
 - ☐ How will you know (measure) that you have achieved each outcome?
 - ☐ What do you predict to be the broader impacts (on public health and safety) of the grant program in the community?
 - ☐ How will you measure those impacts?
- A two year timeline (applicants should demonstrate the institutional capacity to provide services funded by this grant expeditiously)
- A description of measures that you will take to protect the rights and privacy of patients participating in the evaluation of services. If you anticipate requiring Institutional Review Board (IRB) approval, indicate which IRB you will use and who will be responsible for the protocol. If you do not anticipate requiring IRB approval, provide a brief overview of how you will protect patient privacy.

- d. **Supplementation statement (0 Points):** Provide a statement affirming that this grant will supplement (and/or expand) and not supplant current efforts.
- e. **Privacy statement (0 Points):** Provide a statement confirming that your organization has security policies in place regarding the safeguarding of personal data, M.G.L. c. 93A, and personal and medical information, M.G.L. c. 66A, HIPAA.
- f. **Sustainability (10 Points):** A description of a clearly articulated and realistic sustainability plan to continue program efforts once this grant ends.
- g. **Measurement/Tracking/Quality Control (15 Points):** Provide a description of the methods/ tools to be used to measure, track, and evaluate the success of the program. Indicate the resources that you are dedicating to monitor, evaluate, and ensure quality of services delivered. If you are contracting evaluation services out to another individual or agency, provide a description of their capabilities and experience.

2. Budget Details (10 Points):

- a. **Budget Worksheet:** A detailed two year budget proposal must be included. Please ensure that the exact amount of total grant funding requested is explicitly stated in the budget worksheet. A sample budget worksheet is provided on the AGO [website](#) which you may use or adapt in any way that is helpful; **or**, you may provide a budget in your organization's preferred format.
- b. **Budget Narrative:** A budget narrative of no more than two (2) pages double spaced providing a detailed description of how grant funds will be utilized and a description of any financial and/or in kind resources leveraged (if applicable) must be provided. Please note, although in kind resources are not required, applicants which are cost-effective and which have stronger cost-benefit ratios ("cost per unit of service") are more likely to be funded.

The Budget Worksheet and Narrative described above do not count towards the 15-page Grant Narrative page limit.

3. Goals/ Objectives/ Outcomes Worksheet (10 Points):

Applications must also include a completed [Goals/ Objectives/ Outcomes Worksheet](#) which illustrates the anticipated outcomes of the grant program.

Questions:

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us by email **only** up until

4:00 p.m. on **Tuesday, January 28, 2014**. When submitting your question(s), please include “Behavioral Health Grant question” in your email subject line. Questions received and answers provided regarding this RFP will be posted on our website, www.mass.gov/ago/grants.

Submission Instructions:

Proposals are to be delivered electronically (via email) to AGOgrants@state.ma.us no later than 4:00 p.m. on **Thursday, January 30, 2014**. Proposals will not be accepted via any other delivery method and proposals not meeting this deadline may not be considered.

When submitting your grant proposal, please include ***Behavioral Health Grant – Category 1, 2 or 3 (as applicable)*** in your email subject line. Label all attachments (ABC Organization Cover Sheet, ABC Organization Budget) and save all attachments as a pdf. Applications that are not received in full by the deadline and/or do not meet the stylistic requirements may not be considered.

Do not include any attachments other than those in the Grant Application Checklist. Any additional attachments sent will not be provided to the reviewers.

Confirmation of Receipt:

All applicants will receive an email notification confirming receipt, typically within 24 hours. If you do not receive an email confirming receipt of your application within 24 hours of sending your grant application, do not resend your application. Under that circumstance, please call 617-963-2217 for further instructions and assistance.

How Grants Are Selected:

Applications are selected for funding based on feedback from reviewers and other considerations, such as achieving geographic and programmatic diversity, strategic priorities, cost effectiveness, evidence of past performance, and available funding. All grant funding decisions are final.

Reporting Requirements:

Grant recipients are required under the terms of the grant to provide quarterly budgetary and program reports as well as a final summary report to AGO. Reporting forms will be provided shortly after the grant notification period. Participating programs must adhere to all mandatory fiscal and program administration guidelines and disbursement of funds will be dependent upon timely submission of all required reports.

Any proposed changes to grant program or budget, at any time during the grant period, must be requested in writing and must be approved, in advance, by the AGO.

Disbursement of Grant Funds:

Direct payments will be made by Electronic Funds Transfers to the grantee. Presuming a two year grant period, 25% of the grant award will be disbursed at the commencement of the first grant year

and 25% will be disbursed at six-month intervals. Disbursements are contingent upon the timely submission and approval of all required program and financial reports; unexpended funds must be returned to the AGO.

Reasonable Accommodation:

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to AGOgrants@state.ma.us no later than **Thursday, December 19, 2013**.

Public Records:

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and to M.G.L. c. 4, § 7, cl. 26. Applicants should not submit personal patient medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Updates to this RFP:

Any changes/corrections to any part to this RFP will be posted on www.mass.gov/ago/grants. It is the applicant's responsibility to check this web page frequently for any updates.